

Safety and Risk Management Committee Meeting Minutes January 2008

Present: Tommie Murray, Sarah Merrill, Cindy Bronson, Deb Bard, Eyvette Santamore, Steve Barden, David Mitchell, Brenda Wetmore, Patricia, Adena, David Boland, Patrick Kinner, Fran Levine

Absent: Jerry Roberts, Mike Kuhn, Anne Jerman, Terry Rowe, Tom Simpatico, Jeni Roggensack, Donna Delphia, Mike Ryan

Guest: Patrick Kinner

Agenda:

Follow up:

- Mock Emergency Plan: David
- Backpack for Emergency Use: Update
- Brooks 2 Hallway Lighting: Steve
- Evacuation Plans for Unit/Patient Care Area: Each unit to review

New Items:

- 1 Safety Manual
- 2 Joint Commission Review
- 3 Paging System Tone for Emergency

Safety Plans:

P. Kennedy provided a draft of "Quick References" related to emergencies. The purpose is to provide a step by step guide to staff to use in the event of an emergency situation. The Topics covered include: Fire, Evacuation, Bomb Threat, Snow/ Ice storm, Flood, Medical Emergency.

The Committee was provided copies of the documents, and likes the concept. All Committee members need time to read each of the instructions.

Next Steps:

- Committee to review and provide any modification suggestions to Patricia within the week.
- Patricia will make modifications (if needed) and distribute to each work site.

Evacuation Plan:

Nursing Leadership has discussed and determined the Library provides the best choice for emergency area of refuge. Nursing will bring to Leadership for final approval.

Next steps:

- Leadership review and approval
- Communication to all staff
- Each unit to review Evacuation Plan and highlight primary path to Library.
- The Committee will consider changing the location to the Treatment Mall once it is in operation.

Emergency Plan and Patient Records:

Patrick talked about what would happen to Medical Records in the event of emergency causing us to evacuate. Committee discussed what is in place:

- During evacuation, the Charge Nurse takes the Nursing Caredex
- The Med Nurse takes the MAR
- If time allows for safe removal, all charts are wheeled to the evacuation zone

Backpack for Emergency Use: Update:

Brooks Rehab is responsible for responding to any emergency outside of the patient care units. Fran talked about how heavy the backpack was and if there were ways to lighten the load.

Next Steps:

Patricia will investigate options for a different container and will update with any changes or ideas.

Safety Environmental Rounds:

Tommie went on all the units and the basement for specific checks, one being the refrigerator and expiration date on all food and drinks. Deb Bard is going to update and provide a list of dates in refrigerator. It was suggested that the items have preprinted labels/stickers on food. Deb will look into that also. Also there was a question about the toasters and how they get cleaned in the inside.

Next Steps:

- D. Bard to locate stickers for items which has "date opened" and "expiration date"
- D. Bard to provide a reference list for all commonly used food items which specifies its shelf-life after opening
- Once both of these are in place, Nurse Managers and Safety Officers to provide instructions to staff who work in the food service areas

Brooks 2 Hallway Lighting

There is no easy solution. Decision to not move forward with work.

Emergency Drill Report

David discussed the last mock surveys:

1. Scenario was a patient who self-injured with massive bleeding and became highly agitated. A full description provide to all Committee members.

Key Lessons Learned for Improvement:

- Need to have a single person in charge: Hospital Supervisor to ask "Who is in Charge of the emergency?"
- Charge person to assign a specific task to a specific person rather than requesting "somebody go get..."
- Need to work through a plan for Treatment Mall Staff response once new Treatment Mall is opened

2. Scenario of cardiac arrest

Key Lessons Learned for Improvement:

- The person in charge was clearly identified: Great work
- Pager questions as to where the emergency was occurring: Clarification from switchboard was that the wrong location was typed; and it was corrected and sent immediately.

Infection Control Manual

Tommie introduced the manual and it will be delivered to all units and departments by the end of the week.

Next Steps:

- Education Dept will notify all staff of the new manual

Safety Forms

Tommie proposed a brain storming meeting for next month's meeting with everyone and get some great ideas to revise the form.

Lock Down Procedure:

There needs to be a procedure for lock down. David is going to pull resources together to put a procedure in place.

Pagers:

Therapeutic staff- Should they all have pagers? Emergency drills who is in charge of them?

Paging system needs to be tested to be sure that staff and MD's are getting their pages.

It was suggested in the next Nursing leadership meeting that they discuss about the pagers and make recommendations and follow up.

Next Steps:

- Await feedback from Nursing

New Agenda next meeting:

- Mock Emergency Plan: David
- Backpack for Emergency Use: Update
- Evacuation Plans for Unit/Patient Care Area: Final Plan
- Paging System Tone for Emergency

New Items:

- Safety Officer Checklist: Brainstorming Exercise

Next Meeting: March 25th, @ 1:00 in the VSH Conference Room